Human Resources and Risk Management Department

ONLINE APPLICATION PROCESS: How to Apply

Renton Human Resources is going green! As of April 2, 2010, the City will no longer be accepting paper applications for regular recruitments. The City's new online application process is an easier and more convenient way to apply for open positions. Follow the instructions below to get started.

STEP 1:
Visit the City of Renton website at www.rentonwa.gov. Click on "Job Openings" to view the City's current openings.
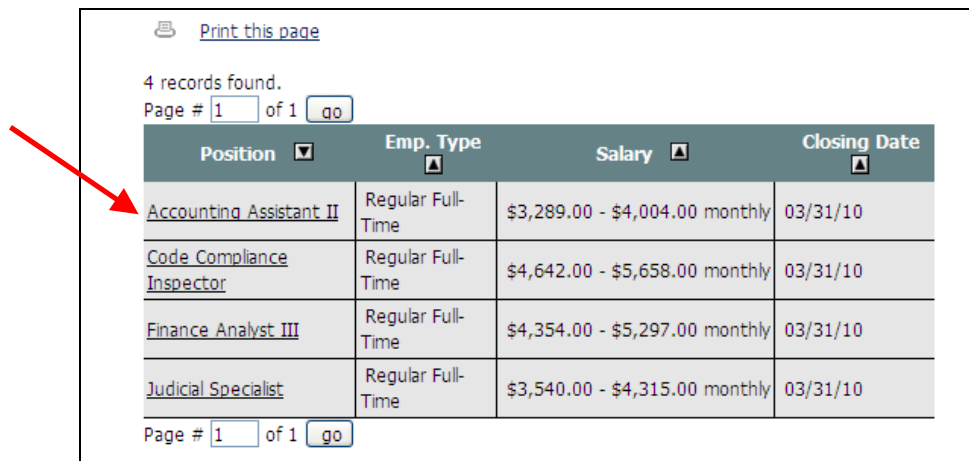

STEP 2:
Using the menu bar on the left side of the website, click on one of the three job opportunities links. You can choose from one of the following:

- ✓ Job Opportunities _(regular, benefited positions)_
- ✓ Internal Only Opportunities _(for <u>current</u> City of Renton employees only)_
- ✓ Seasonal, Temporary, and Volunteer Opportunities

STEP 3:

Scroll down the page to view the current job openings. Click on the job title to view the job announcement.

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Accounting Assistant II	Regular Full-Time	$3,289.00 - $4,004.00 monthly	03/31/10
Code Compliance Inspector	Regular Full-Time	$4,642.00 - $5,658.00 monthly	03/31/10
Finance Analyst III	Regular Full-Time	$4,354.00 - $5,297.00 monthly	03/31/10
Judicial Specialist	Regular Full-Time	$3,540.00 - $4,315.00 monthly	03/31/10

STEP 4:

Click on the tabs to view the description of the position as well as any associated benefits (if applicable). Click on the "Apply" link to apply for this opening or the "Print Job Information" link to print a copy of the job posting.

Job Title: Accounting Assistant II

Opening Date: Fri. 11/20/09

Closing Date/Time: Wed. 03/31/10 5:00 PM Pacific Time

Salary: $3,289.00 - $4,004.00 Monthly
$39,468.00 - $48,048.00 Annually

Job Type: Regular Full-Time

Union Affiliation: AFSCME, Local 2170

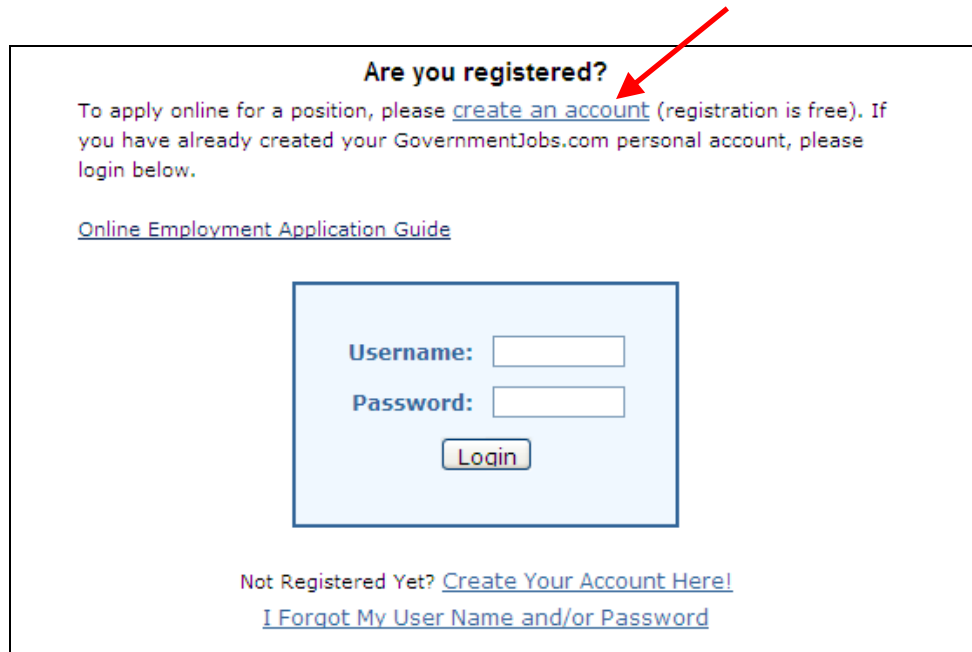Department: Finance and Information Technology - Finance Division

Print Job Information | Apply

Description   Benefits   Supplemental Questions

Under the direction of an assigned supervisor, perform a variety of analytical studies and prepare financial reports including: create dynamic models for various cost and fee projections, perform cost versus benefit analysis; prepare fixed, budget and accounting reports; prepare written and oral preparations on analysis and studies performed; monitor actual operation and capital expenditures and compares them to budget allocations; works with departments to identify problem solutions; performs

STEP 5:
Once you click on the "Apply" link you will be directed to the Applicant Login webpage. The screen will ask you to create an account with Governmentjobs.com. Click on "create an account" to get started. If you already have an account you can login using your username and password.

You must have an email address in order to sign up for an account. You can create a free email address through yahoo, gmail, hotmail, or AOL. **Be sure to write down your username and password as you will use this information in the future to log in and view your applications status.**
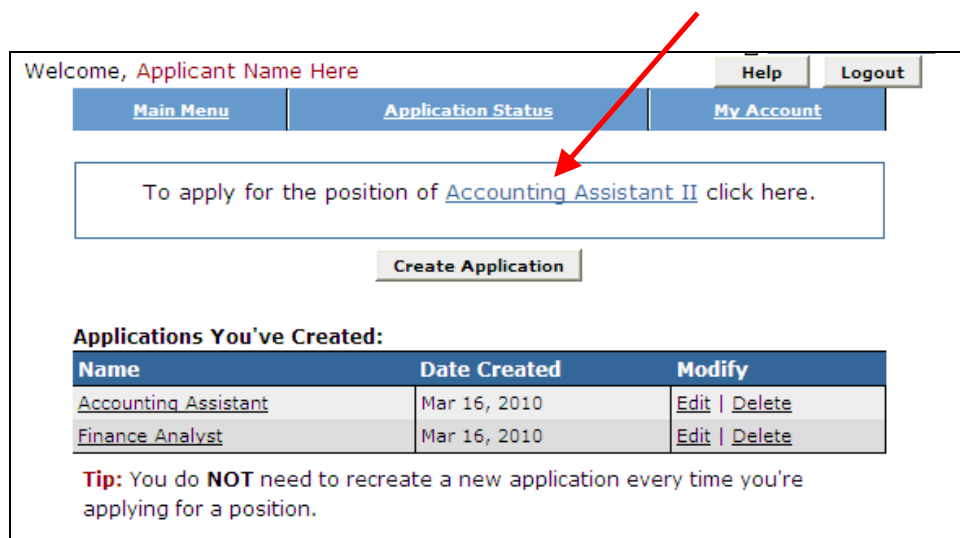
NOTE: If you already have an account, the following screen will generate once you login. Click on the link to apply for the job and follow the instructions to submit your application. **If you <u>do not</u> have an account, please proceed to STEP 6.**

STEP 6:

If you are creating an account, you will be directed to the "Request New Job Seeker Account" page. Type in your contact information and then click "Save" to continue.

STEP 7:

Create an application by clicking on the "Create Application" link. **Please note that you can create multiple applications. In other words, you can customize your application for a particular job opening and then save that application for future use.**

STEP 8:

The system will ask you to build a new application (Figure 8.1). **Please note the "Application Process Steps" bar across the top of the screen that indicates where you are in the application process (see Figure 8.2).**

Figure 8.1

Figure 8.2

STEP 9:

The first step to creating your application is entering your contact information. Click on the "Save and View Application" link when you have entered your information.

STEP 10:
Fill out the remaining sections of the application. If you want to add education or work experience, click on the links for "Add Education" or "Add Experience." You can also add certificates or licenses, skills, additional information, references, a resume, as well as attachments. **Be complete and thorough; incomplete applications will not be considered.**
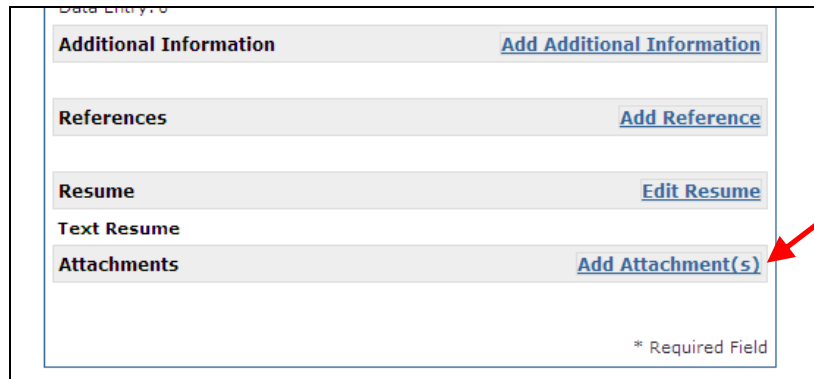
Contact Information			Edit Contact Information
Name:	Applicant Name Here	Address:	1055 S grady way renton, Washington 98057
		Email:	renton1@aol.com
		Notification Preference:	Email
Home Phone:		Alternate Phone:	

Personal Information	Edit Personal Information
Driver's License:	
Can you, after employment, submit proof of your legal right to work in the United States?	
What is your highest level of education?	

Preferences	Edit Preferences
Preferred Salary:	
Are you willing to relocate?	
Types of positions you will accept:	
Types of work you will accept:	
Types of shifts you will accept:	
Objective	

Education	Add Education

Work Experience	Add Work Experience

Certificates and Licenses	Add Certificates or Licenses

Skills	Add Skills
Office Skills	Edit
Typing: 0	
Data Entry: 0	

Additional Information	Add Additional Information

STEP 11:
Click on the "Add Attachments" link to upload documents to your application, such as a resume, cover letter, or work samples (Figure 11.1). Once you click on add attachment, you will be able to upload multiple attachments to your application (Figure 11.2).
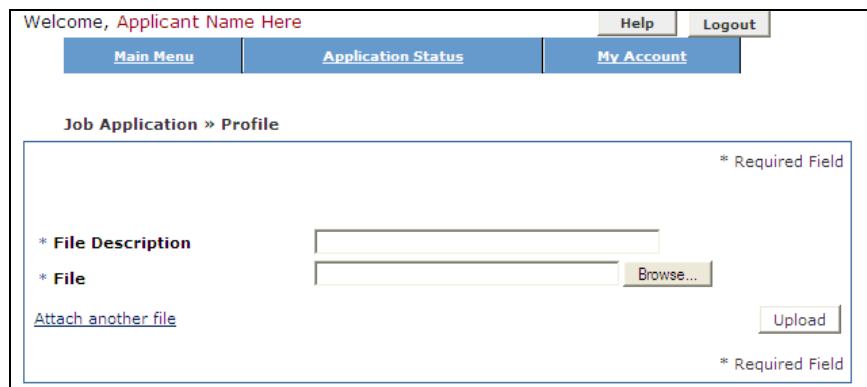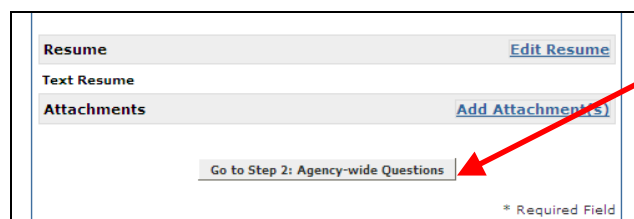
> *NOTE: Most file formats (e.g., PDF, Word, Excel) are accepted, with the exception of Word Perfect (.wp) files. However, PDF files are recommended.*

Figure 11.1

Figure 11.2

STEP 12:
After you have completed all of the individual sections of your application, and added any applicable attachments, click on the "Go to Step 2: Agency-wide Questions."

STEP 13:

At this point in the application process, the system will walk you through two additional screens - the "Agency-Wide Questions" as well as any required "Supplemental Questions." When you are done answering the questions, you can either click on "Save Work in Progress" and return to your application later, or you can click on "Save and Proceed" to submit your application to Human Resources.

STEP 14:

Please review your entire application before confirming. When you are ready to submit your application, click on the "Confirm Application" button. **Please note that once you submit your application for a position you will <u>not</u> be able to make any changes.**

STEP 15:

Click on the "Accept" button to submit your final application to the Human Resources and Risk Management Department.

STEP 16:

Once you submit your application, a confirmation screen will generate. You can click on the "Click here for a printable version of the application" link to print a copy of the application you submitted (Figure 16.1). If at any time you would like to return to the Job Opportunities page, or would like to apply for another position, you can click on one of the job opportunities page from the main menu bar (Figure 16.2).
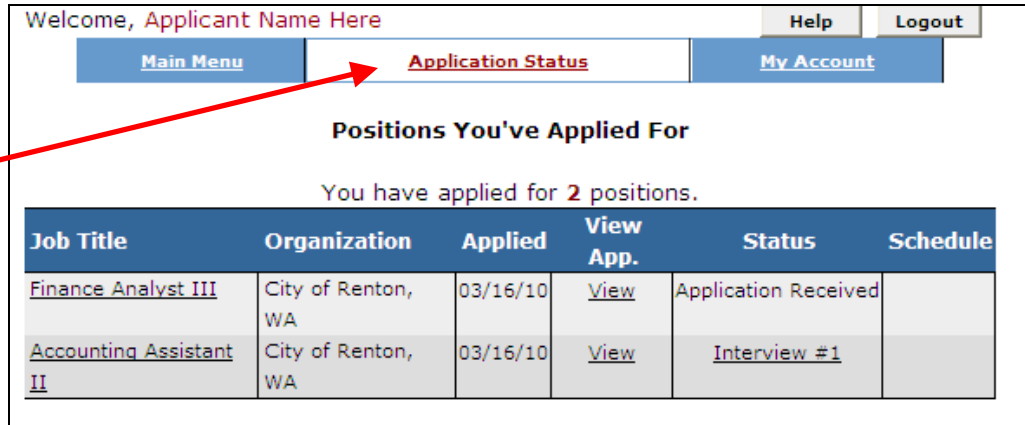
Figure 16.1   *Figure 16.2*

STEP 17:
Once you have submitted an application for an open position, you can check your applications
status by signing into your account and click on the "Application Status" link at the top of the page.

Welcome, Applicant Name Here				Help	Logout
Main Menu		**Application Status**		**My Account**	

Positions You've Applied For

You have applied for **2** positions.

Job Title	Organization	Applied	View App.	Status	Schedule
Finance Analyst III	City of Renton, WA	03/16/10	View	Application Received	
Accounting Assistant II	City of Renton, WA	03/16/10	View	Interview #1	